

MICHIGAN DEPARTMENT OF AGRICULTURE
PESTICIDE & PLANT PEST MANAGEMENT DIVISION
P.O. BOX 30017, LANSING, MICHIGAN 48909
(517) 241-2978

**COMMERCIAL FERTILIZER INSPECTION & GROUNDWATER PROTECTION
FEE PAYMENT REPORT**

This form must be used to report inspection fees as required by Act 451, Part 85, Fertilizers, and groundwater protection fees as required by Act 451, Part 87. Licensees are required to file this report with the Michigan Department of Agriculture even if no inspection fees are incurred. Check the following table for accuracy and correct if necessary.

Reporting Period	From: To:	Telephone () ()	Address Corrections change [] new firm []
Registrant / Licensee Address		Name	
		Address	
		City & State	
		Zip Code	County
		Federal I.D. #	

Use the attached **Commercial Specialty and Commercial Agricultural Fertilizer Worksheets** to calculate fees and record appropriate values in the following table.

Column Totals and Fees from Attached Worksheets	Total Amount (Tons or Cu. Yards)	Inspection Fees (\$)	Groundwater Protection Fees (\$)
Specialty Fertilizer & Soil Conditioner Inspection Fee	(1)	\$ (2)	
Peat & Peat Moss Inspection Fee	(3)	\$ (4)	
Agricultural Fertilizer Inspection Fee	(5)	\$ (6)	
Agricultural Nitrogen Groundwater Protection Fee	(7)		\$ (8)
Fee Totals		\$	\$
If Applicable, Late Fee @ 10% of Inspection Fees or \$10 minimum		\$	
Total Inspection Fees and Groundwater Protection Fees		\$	\$
TOTAL FEES ENCLOSED (U.S. DOLLARS)			\$

Sign and return this form along with a CHECK PAYABLE TO THE STATE OF MICHIGAN to the above address. To avoid late filing fees, this form must be received by July 31 when reporting for the period of January 1 to June 30 and by January 31 when reporting for the period of July 1 to December 31. **Late filing fees are only assessed if an inspection fee is incurred.** Payments due of less than \$1.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing.

I HEREBY CERTIFY THIS REPORT TO BE CORRECT.

Name

Title

Date

Container = (Bag, Bulk, Liquid)

Total Specialty Fertilizer & Soil Conditioners (Tons) [sum of column totals]	(1)	
Total Specialty Fertilizer & Soil Conditioners (Tons) X \$0.10 for Inspection Fee	\$ (2)	
Total Peat & Peat Moss (Cubic Yards)		(3)
Total Peat & Peat Moss (Cu. Yds.) X \$0.02 for Inspection Fee		\$ (4)

Container = (Bag, Bulk, Liquid) Ag. Nitrogen = (Total Ag. Fertilizer X %N)

Container = (Bag, Bulk, Liquid)

$$\text{Ag. Nitrogen} = (\text{Total Ag. Fertilizer} \times \%N)$$

Column Totals			
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Column Totals			
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Total Agricultural Fertilizer (Tons) [sum of column totals]	(5)	
Total Agricultural Fertilizer (Tons) X \$0.10 for Inspection Fee	\$ (6)	
Total Agricultural Nitrogen (Tons) [sum of column totals]		(7)
Total Agricultural Nitrogen (Tons) X \$1.50 for Groundwater Protection Fee		\$ (8)

Instructions for Fee Payment Report

General Information

Completion and return of the fee payment report form is required even if no inspection fees are incurred by the registrant or licensee. The inspection fee does not apply to registered specialty fertilizer or soil conditioner products sold or distributed **ONLY** in packages of 10 pounds or less. Keep tonnage related records for at least 3 years for possible auditing.

- If a manufacturer is reporting and paying tonnage for other registrants or licensees, those registrants or licensees must attach to the report form a listing of the companies reporting and paying tonnage on their behalf. The manufacturer will then be responsible for reporting and paying this tonnage for each registrant/licensee facility or location on an individual basis.
- **Specialty Products** are those fertilizer, micronutrient, soil conditioner, and peat or peat moss products that are intended for NON-FARM USE (ie: lawn and garden).
- **Agricultural Fertilizer** is fertilizer and micronutrients used solely for FARM USE.
- Report tonnage to the nearest tenth of a ton (ie 6.4 tons not 6.37 tons).
- Page 1 - Registrant/Licensee Information and Summary Table
- **Reporting Period** - Complete this box for the period that the tonnage report represents.
- **Company Information** - Verify that information is correct and complete any missing information including the phone number. For address corrections, check the appropriate box and provide the information requested. *Please include the appropriate Federal I.D. number (tax number) for the registrant/licensee filing the report.*
- **Summary Table** - Use the worksheets within the document to calculate the tonnage and fees. Transfer these values into the appropriate boxes in the summary table (*the numbered boxes in the table correspond with appropriate boxes in the worksheets*).
- **Late Fee** - A late fee will be assessed if the fee payment report is not postmarked by the filing deadline. The late fee is 10% of the Inspection Fees or a minimum of \$10.00. *The late fee is only assessed if inspection fees are incurred.*
- **Payment** - Payments due of less than \$1.00 are waived and refunds of less than \$5.00 will not be processed unless requested in writing. **MAKE CHECKS FOR FEES & PENALTIES PAYABLE TO: STATE OF MICHIGAN.**
- **Certification** - Provide the name and title of the party responsible for completing and submitting the fee payment report. Also indicate the date of completion.
- Page 2 - Commercial Specialty Fertilizer and Soil Conditioner Tonnage Worksheet
- **Product Information** - Indicate the Grade/Analysis for each fertilizer material or soil conditioner being distributed for NON-FARM USE. Indicate the container of distribution (bag, bulk, liquid/fluid) and the TONS distributed for each.
- **Box 1** - Total tonnage for all specialty fertilizer and soil conditioners distributed.
- **Box 2** - Inspection Fee of \$0.10/Ton assessed on total specialty fertilizer and soil conditioner tonnage (Box 1 X \$0.10).
- **Box 3** - Total peat & peat moss distributed, reported in Cubic Yards.
- **Box 4** - Inspection Fee of \$0.02/Cubic Yard assessed on total peat & peat moss volume (Box 3 X \$0.02).
- **Summary Table** - Transfer the information in Boxes 1-4 to the corresponding boxes in the summary table on the front page.
- Page 3 - Commercial Agricultural Fertilizer Tonnage Worksheet
- **Product Information** - Indicate the Grade/Analysis for each fertilizer material being distributed for FARM USE. Indicate the container of distribution (bag, bulk, liquid/fluid), the TONS distributed for each Grade, the percent Nitrogen for each Grade, and the calculated Nitrogen Tons for each Grade. Report basic ingredients for custom blend products, not each individual Grade.
- **Example Agricultural Nitrogen Tons calculation: (Ag Fertilizer Tons) X (%N) : 25 Tons of 16-24-24 : (25 Tons) X (.16) = 4**
- **Box 5** - Total tonnage for all agricultural fertilizer distributed.
- **Box 6** - Inspection Fee of \$0.10/Ton assessed on total agricultural fertilizer tonnage (Box 5 X \$0.10).
- **Box 7** - Total calculated agricultural nitrogen for all agricultural fertilizer distributed.
- **Box 8** - Groundwater Protection Fee of \$1.50/%N/Ton of fertilizer assessed on total agricultural nitrogen (Box 7 X \$1.50).
- **Summary Table** - Transfer the information in Boxes 5-8 to the corresponding boxes in the summary table on the front page.